

IT Strategic Plan Committee Agenda
Thursday, July 15, 2004
1400 Tenth Street (OPR), Conference Room 207
10:00 am – 12:00 noon

Welcome and Introductions – Ben Williams

Committee Membership and Proposed Name Change – Ben Williams

Committee Objectives and Timeline – Clark Kelso

Handouts – Other states' strategic plans

Review of Committee Charter (see attached proposed revisions) – Ben Williams

Brief Review of 2003 and 2004 draft plans ("Re-Alignment of Responsibility for the Management of the State's IT Resources and Infrastructure, May 14, 2003" and "The California Strategic Plan for IT, February 27, 2004" – Clark Kelso

Discussion of Suggested Deliverables for State IT Strategic Plan:

- ◆ Mission Statement (see attached straw man draft)
- ◆ Goals/Key Result Areas (see attached straw man draft)
- ◆ Action Plans (short-term, medium term, long-term)
- ◆ Measures and timelines [also, need for a baseline]
- ◆ Draft Executive Order (Strategic Plan Committee only)

Approach to Developing and Vetting Plan:

- ◆ Working Group comprised of committee chairs and selected others
- ◆ Possible off-site planning meeting
- ◆ Approval by IT Council on October 29, 2004
- ◆ Deliver to Governor's Office on November 1, 2004

Plans for next meeting and future meetings (bring your calendars)

Adjourn

Attachment 1
Proposed Revisions to Straw Man Charter

Proposed Committee Name Change:

To more appropriately reflect the narrower scope envisioned, the Committee name should be changed from "Strategic Business and IT Services Committee" to **"IT Strategic Plan Committee."**

Proposed Charter:

The IT Strategic Plan Committee is charged with drafting a high level Strategic IT Plan for the Executive Branch of California State government. The Plan shall be prepared in consultation with the State CIO, IT Council members and committee chairs, representatives of the Governor's Office and Cabinet, and other stakeholders. As required, the Strategic Plan Committee shall lead subsequent reviews and prepare updates to the Plan as warranted.

Proposed Timeline and Deliverables:

	<u>Completion Date</u>
1. Establishment of Working Group	July 23, 2004
2. Plan for the California IT Strategic Plan	July 30, 2004
3. Complete Mission Statement and high level goals	August 20, 2004
4. Complete first draft of detailed goals and objectives	September 1, 2004
5. Review of final draft Plan by IT Council members	October 20, 2004
6. IT Council formal review and approval	October 29, 2004
7. Revise final Plan, incorporating Council changes	October 31, 2004
8. Complete draft Executive Order	November 1, 2004

Attachment 2
Straw Man Mission Statement

Clark Kelso, February 2004

The mission for the use and development of information technology in California State government for the years 2004 to 2009 is as follows:

The State will acquire, manage, develop and deploy its information technology resources to support responsive and cost-effective State operations and to establish timely and convenient delivery of State services, benefits, and information to the public.

Additional ideas that might be considered in Mission Statement:

1. State as an Enterprise for all IT planning
2. Data as a critical enterprise resource of the State
3. Need to reduce cost of IT while improving effectiveness
4. Need for a baseline and performance metrics

Attachment 3
Straw Man Objectives

Clark Kelso, February 2004

For the next three to five years, the State will concentrate its resources to achieve **six major statewide goals** in support of the mission stated above. As individual goals are accomplished, other goals may be added to the list, and the list may be modified as appropriate in response to changing environmental conditions, priorities and resources. The six statewide goals are as follows:

1. **Infrastructure Management.** The State will consolidate the management of common information technology infrastructures serving the Executive Branch to improve operations and security at reduced cost, using the private sector as a model and benchmark for organization and competitiveness.
2. **Secure Systems.** The State will adopt information technology architectures and acquire best of breed technologies to secure its information technology systems.
3. **Back Office Applications.** The State will replace duplicative, conflicting, and legacy financial and human resources management systems with a common set of systems that are interoperable across all departments in State government.
4. **Smart Services.** The State will complete a customer-focused, technology-enabled transformation in government operations to provide timely, convenient, responsive and cost-effective services, benefits and information to the public.
5. **Organizational Capacity.** The State will develop and rebuild its information technology workforce to meet the challenges of supporting a large and complex public-sector organization in the 21st century.
6. **Governance.** To build public trust in the State's use and management of its information technology assets and to ensure a prudent use of taxpayer dollars, the State will establish an

information technology governance structure to promote (a) successful and relevant strategic planning and decision-making, (b) oversight and alignment of information technology projects and operations to ensure consistency with strategic policies, (c) operational implementation by those most directly responsible for program performance, and (d) visible and open coordination, oversight and accountability.

These six goals will focus our attention at the statewide level for the next three to five years. Individual departments are encouraged to re-examine their own strategic plans and to make modifications as appropriate to align their plans with the mission, goals and objectives set forth in this plan. All departments should examine opportunities for better infrastructure management, improved security, development of back office systems to serve special departmental needs that will not be served by statewide back office applications, creation of smart services, and strengthening organizational capacity. These will be the State's priorities in approving funding for the State's IT program.

Additional Possible Objective Areas

- ◆ Data Center Operations
- ◆ Procurement Reform (IT Acquisitions)
- ◆ Baseline and Measurement

Other Things to Think About

- ◆ State (central) vs. departmental responsibilities
- ◆ Small and very small departments
- ◆ Baseline cost and infrastructure information (needed ASAP)
- ◆ Inclusion (or not), to some more limited extent, of State agencies outside the Executive Branch and local governments
- ◆ "Ownership" must come from Governor, agency secretaries, department directors, and senior CEAs, not from the State CIO